

April 27, 2018

## Revised Procedures for Handling Employee Moving Expenses

With the new tax code changes, all employee moving expenses paid by CU incur a tax liability to the employee. This includes direct payments to moving companies, payment of moving allowances to employees, and reimbursements of employee moving expenses (house-hunting trips, etc.).

The PSC and Employee Services have recently updated their respective websites to provide guidance on how to handle tax reporting for these expenses:

- **To handle tax reporting on moving company payments**, organizational units must follow Procurement Service Center [How to Buy Moving Services procedures](#).
- **To handle tax reporting on moving allowances and on house-hunting trips/other employee moving reimbursements**, organizational units must follow [Employee Services Moving procedures](#).

## Combining Business & Personal Travel

When traveling for the University, do you sometimes add personal travel days to your business trip? If you do, you need to follow these procedures:

- Obtain department approval to add personal days.
- Obtain a comparison quote from Concur or CBT to document the cost of the airfare if you were traveling for business only.
- Book your airfare for your combined trip through Concur/CBT.
- If the cost of airfare for the combined trip is more than the business-only airfare, you need to reimburse the difference to CU immediately after the purchase is made. Use the Cash Receipt form to deposit the reimbursement with your campus bursar's office; retain a copy of the validated cash receipt.
- Attach a copy of your comparison quote and validated cash receipt to your trip expense report.
- Include a comment on your expense report header to indicate the trip is a combination of business and personal travel and note which days are personal.
- On the expense report, use the expense type "Personal Travel Charge (not reimbursable)" to identify personal expenses.
- After importing your trip itinerary, exclude personal days from per diem.

If you will be traveling with a companion for the personal part of your trip, you can purchase both airfare tickets through CBT. The CBT agent can then book your seats together. Your ticket will be charged to your department SpeedType and your companion's ticket will be charged to your personal credit card.

Questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

## Fiscal Year-End (FYE) 2018 Preparation

### FYE Procedures and Calendar Available Online

As June 30 draws closer, take a few minutes to review the fiscal year-end (FYE) material recently posted to the Office of University Controller website. Go to: [www.cu.edu/controller](http://www.cu.edu/controller) and select Accounting & Finance, 2018 FYE Information.

On the [FY 2018 Fiscal Year-End Processing and Deadlines](#) page, you'll find the information you need to complete your fiscal year-end tasks. This includes due dates for updating supplier information, submitting invoices and expense reports, confirming approval, and other critical activities. You can also watch short videos to learn about accruals and how to do an accrual journal entry.

**Questions?** Contact the Finance & Procurement Help Desk at 303.837.2161 or [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

### FYE Procurement Cutoff Dates

Need to obtain large-dollar goods or services by June 30? Note these deadlines:

- **Monday, April 30** - Last day to submit requisitions for purchases requiring documented quotes (purchases of goods \$10,001-\$500,000 using federal or nonfederal funds; purchases of services \$10,001-\$500,000 using federal funds; and, purchases of services \$50,001-\$500,000 using non-federal funds).
- **Friday, May 18** - Last day to submit any other large-dollar requisitions using FY2018 funds.

By the appropriate deadline, your req must be approved, have all necessary documentation attached, and have comments stating that the procurement needs to be received by June 30, 2018.

**Questions?** [Contact the appropriate purchasing agent for the specific commodity.](#)

### FYE Ordering Deadlines for CCi

Need to receive and pay for office furniture before June 30? Check out the [Colorado Correctional Industries \(CCi\) 2018 fiscal year-end information on the PSC website](#).



## Upcoming PSC Events

We'll be on your campus soon with these events:

### [Travel & Hospitality Expos 2018](#)

#### CU Anschutz Medical Campus

- April 30, 2018 (10:00 a.m.-1:00 p.m.),  
Hyatt Regency Aurora-Denver Conference Center

We hope to see you there!